

Undergraduate and Masters by Coursework Assessment Guidelines

(Version SoE2_November 2018)

Student Information

1. In 15 credit point courses, students can expect to have assessment equivalent to between 4000- 4500 words and in 30 credit point courses students can expect assessment equivalent to 8000-9000 words.
2. Group work assessment tasks are carefully planned and managed to ensure all students collaborate and contribute to the work of the group. Students will be given clear information about key aspects of the task in the Course Description.
3. If a problem arises within a student group that seems insurmountable for the group members, the Course Coordinator will provide an alternate plan, such as splitting the group or specifying an individual assessment.

Group tasks can sometimes prove challenging for students. If as a group member you or your colleagues are experiencing problems, contact the lecturer immediately. The lecturer will fully investigate the situation and circumstances with all group members and initially seek a resolution so the group can continue with the task as specified. Beyond this, splitting the group and specifying an individual assessment may be a second option. If the purpose of the group task is to develop collaborative skills, a student who is unable to perform well in the group and who is not displaying these skills may be assigned a Fail grade for the task. Students are advised to seek assistance from learning skills advisors for academic assistance, or support from counselling services if applicable.

4. Students should submit all assessment tasks electronically on Moodle, unless otherwise specified in the Course Description.
5. Students are required to use extension and/or special consideration processes. Information about late deductions will be provided in Course Descriptions. Assessment tasks submitted after the due date without an extension or Special Consideration will attract a late penalty.

A late penalty of 5% of the total value of the task per day (including weekends) deducted from those marks awarded.

For example. If a student received a 75/100, 5% of the value of the task would be 5 marks deducted from the awarded mark per day. If the student submitted one day late they would receive 70/100, two days late they would receive 65/100, and so forth.

This recommendation includes late penalties for weekends due to the ease of online submission for most assessment tasks. Information about late deductions in a course should be found in the Course Description. Extension information can be found in each course Moodle shell.

Information about Special Consideration can be found at http://federation.edu.au/current-students/essential_info/administration/special-consideration

If you have a Learning Access Plan (LAP) please ensure that you follow the agreed guidelines.

6. **Students will receive an alpha grade (HD, D, C, P, MF, F, S or U) for each assessment task. Course Coordinators may also choose to provide a numerical mark and may provide a numerical mark (if available) to a student on request.**
7. **In order to pass a course a student should make a reasonable attempt at every assessment task, including hurdle tasks, and achieve at least 50% for the course overall.**
8. **Any assessment task weighted 25% or more that receives a fail grade will be double marked.**
9. **Assessments submitted by the due date should be returned simultaneously to all students.**
10. **A student may apply for the Course Coordinator's permission to resubmit one failed assessment task per course. Any request should be received within one week of the result being released and if approved the resubmission should be received within one week. A resubmitted assessment task will receive a pass (50%) or fail grade only.**
11. **Supplementary assessment is to be offered to students in any course that indicates eligibility in the course description.**